

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120016-7

PREPARE IN DUPLICATE

IDSS-3 SD 101, 22

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE OF REPORT	STATISTICAL
	X NARRATIVE
	MACHINE-NAME LISTING

SIGNIFICANT ACCOMPLISHMENTS

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL
	LOGISTICS	SECURITY	OTHER (specify)
	MEDICAL	FINANCE	

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not number of copies)

3

SEMIANNUAL

3

7. FORMAT (memorandum, form computer print-out, etc.)

8. ADP PROCESSING

9. DIRECTIVE AUTHORITY REQUIRING REPORT

MEMORANDUM

YES	IF YES GIVE ADP PROCESSING NO.
X NO	

10. PREPARING COMPONENT (include lowest level contributing information to report)

OL/SD/SMB/IDSS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS 13	\$8.06		3		\$24.18		2		\$48.36
GS 5	3.15		1		3.15		2		6.30

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$54.66

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

To report each six months the significant accomplishments, trends, highlights, etc. of IDSS.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS	
X	RETAIN AS IS	OTHER (explain)	MAN-HOURS	DOLLARS
	CHANGE			
	DISCONTINUE			STAT

15. DATE OF INVENTORY

22 September 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

A/Chief IDSS/SMB/SD/01

18. EXTENSION